

COMMISSIONERS APPROVAL

GRANDSTAFF *cg*

ROKOSCH *gg*

THOMPSON *at*

CHILCOTT *gc*

DRISCOLL *ld*

PLETTENBERG (Clerk & Recorder)

Members Present.....Commissioner Carlotta Grandstaff, Commissioner Jim Rokosch, Commissioner Alan Thompson, Commissioner Greg Chilcott and Commissioner Kathleen Driscoll.

Date.....January 17, 2008

Minutes: Beth Perkins

- Commissioner Grandstaff attended the Fair Commission meeting in the morning.
- The Board met with Fred Thomas of Western States Insurance for a review of workers compensation claims and general claims for property and liability. Present were Phil Riley from Western States Insurance and Administrative Director Skip Rosenthal.

Commissioner Chilcott discussed the recent award received by the county for the highest decrease in claims. It was awarded to the county during the previous evening's meeting.

Fred gave a presentation regarding claim costs. Phil discussed lost time claims versus medical only claims. The lost time claims are differentiated by \$510,000 (higher than medical). He then discussed there were 23 claims for lost time and 185 medical claims.

Phil pointed out the claims by class codes and incurred losses by those class codes. He stated the highest claims are for slips and falls.

Phil discussed the incentive program. It has been on the back burner for awhile and now would like to put it on the front burner. Commissioner Chilcott stated the incentive program motivates employees to operate in a safer environment. Fred stated the philosophy is to keep a safer work environment which will result in a prize such as a gift certificate or a luncheon. Fred stated they have used a prize wheel with other programs. Commissioner Rokosch stated he would recommend using the incentive program for the county. Further discussion followed regarding cost for the program. Fred suggested getting the program on paper for Board approval.

Fred discussed the early to work program with the Board. He will need to consult with Skip and Civil Counsel Alex Beal to implement the program. Commissioner Chilcott stated it needs to be a countywide or group effort for the program to work. He discussed having early return to work people doing light duty jobs and what is available.

Fred discussed the litigation claims and included the attorney fees. Commissioner Rokosch stated with zoning in effect, it should reduce the cost of litigation for the county. The Board concurred. Fred further discussed property claims and auto collisions which are both down from last year.

► The Board met with Administrative Director Skip Rosenthal for the administrative matters of CTEP funds for Florence-Carlton School; Employee Action Forms and RCEDA Grant report/approval and for an update on the Victor Main Street railings. Present were John McGee and Roger DiBrito from Florence-Carlton School District.

Skip stated he received estimates for the Victor Main Street railings totaling \$4,550. **Commissioner Chilcott made to approve the expenditure in total of \$4,550 to install rod iron railing barrier. Commissioner Driscoll seconded the motion, all voted 'aye'.**

Commissioner Rokosch requested to hear matters regarding CTEP fund for Florence-Carlton School.

John stated they brought the proposal before the Board in late September for the playground as well as a safe drop off and pick up area. It included safe pedestrian travel as well. He discussed the major portions of traffic being in front of the school on Long Avenue. Skip stated he spoke with Mike Worley, CTEP manager and they have accepted this application and it is considered a valid application. He added Mike stated they need to approve the funding and are proceeding with the application. There are unallocated funds of \$170,823. Skip stated he has not heard anything to believe there wouldn't be a 2008 allocation. This is based on a federal transportation bill on a 5 year cycle. Commissioner Rokosch stated the only other active project is Darby. He asked if there were any other active applications. Skip replied there is interest from Three Mile – Lone Rock, Golf Course Road and the Fairgrounds. Board discussion followed regarding county projects.

Commissioner Rokosch asked if they did not receive the grant what they would do. John replied they will utilize any CTEP funds to extend the walkways out from the school. Roger stated he would recommend meeting with the Road Department to look at the situation. The initial concern is getting the sidewalk for the school. Commissioner Driscoll stated in Hamilton, they have done a good job with the sidewalks. She recommended contacting them for information. Commissioner Thompson stated this is similar to the project in Corvallis to protect students going back and forth to school. Roger questioned the need of an engineer. Skip stated with CTEP funds, you have a responsibility for solicitation of bids and project oversight and verifying eligibility

criteria. We can allocate county monies to the school, but they have the responsibility or have the county do it. Skip stated he would recommend the county have full responsibility. Commissioner Thompson stated Skip has done a wonderful job in the past with being the administrator for CTEP funds. Commissioner Chilcott asked about the match source. John replied there are contractors in the area willing to donate materials. Roger replied in the past, there was a bank account of \$35,000 the citizens raised for the sidewalks. This has been used but he is sure they can do it again. Skip replied he believes the funds need to exist to prove there is a match. It could be six months before they hear it is approved. Commissioner Chilcott stated he is in support of allocating the \$217,091 of CTEP funds. \$333,364 is needed for match or 13.4%.

Commissioner Rokosch asked the Board if the consensus is to send a letter of intent in order to ensure the funding. Commissioner Chilcott stated he likes this project but he would like to see a commitment for match. John and Roger indicated they were sure there would be a match. Commissioner Chilcott stated this is a county benefit as well as a community benefit.

Skip presented the CTEP application to the Board and reviewed the requirements. He stated he keeps a detailed accounting spreadsheet.

**Commissioner Chilcott made a motion to support the \$217,971 funding for Safe Route to Schools project by the Department of Transportation contingent upon securing a match. Commissioner Driscoll seconded the motion, all voted 'aye'.**

Skip stated there is a CBDG grant with RCEDA to approve the request to drawn down \$67,000 for the GSK project. **Commissioner Thompson made a motion to approve the request to draw down funds for the GSK project. Commissioner Driscoll seconded the motion, all voted 'aye'.**

Skip stated he received a letter from Judge Jim Bailey regarding Jennifer Ray sitting in for him during his medical leave. He stated Jen did a wonderful job and wanted the letter to be included in her personnel file.

Skip reviewed some employee action forms with the Board.

► **The Board met for the following administrative matters:**

► **Approval of Renewal of OVM Grant Arrest Program:** Marty Birkeneder, Special Projects Coordinator from the Sheriff's Office stated the grant is \$400,000 based on the population. She reviewed the grant with the Board and stated the grant is to help keep victims and witnesses safe. She stated she did not have the numbers until last night and presented an estimate to Board. They are preparing to merge city and county systems for protection orders, warrants, and sexual and violent offenders' registration. All of these will be in real time which will update immediately. Dispatch will have access to the hazards and they will have to man this station. They are working with Joe Frohlich, IT

Director to train someone to merge the databases. She requested they sign the application electronically as they have done in the past.

County Attorney George Corn gave an overview of the grant for the new Board members. He stated the program provides funding to have a full time investigator who also serves as a liaison of the County Attorney's Office and the Sheriff's Office. The transcriptionist types up the cases which saves time for the Sheriff's Office. It is an upgrade to the services to the citizens. He recommended approval of this grant.

Val Widmer stated she would also be in support of the grant. It has allowed Emma's House to work with the Sheriff's Office in order to support victims of child physical and sexual abuse.

Sheriff Hoffman stated the Sheriff's Office is in full support of this program and grant. They cannot afford to do without this grant.

**Commissioner Grandstaff joined the meeting at this point.**

Commissioner Rokosch asked if Marty administers the grant. Marty replied they administer it themselves although the payroll portion is done by Skip Rosenthal. Once the final application is filed, copies are sent to the Administration Office. She gave an update of the merging of the database by the IT Department. She stated Joe is excited about the project. Commissioner Rokosch asked if they considered including Stevensville and Darby. Marty replied yes absolutely and it is the next phase. Commissioner Driscoll questioned the .5 staffing costs. Marty replied everyone is on the .5 except for the chaplain. He is limited by State laws.

**Commissioner Chilcott made a motion to approve of the renewal of the OVW Grant Arrest Program. Commissioner Driscoll seconded the motion. Commissioner Rokosch, Commissioner Greg Chilcott, Commissioner Thompson and Commissioner Driscoll voted 'aye'. Commissioner Grandstaff abstained from vote to do not being present for the meeting.**

► **Approval of the Inter-local Agreement for Communications Consortium:**  
Commissioner Rokosch requested Office of Emergency Management Director Ron Nicholas give an update for the approval of the Inter-local Agreement for Communications Consortium. Ron requested tabling it until further information can be obtained.

**Commissioner Chilcott made a motion to table approval of the Inter-local Agreement for Communications Consortium. Commissioner Driscoll seconded the motion, all voted 'aye'.**

► Commissioner Rokosch stated the minutes of December 19<sup>th</sup> 2007 are up for approval. **Commissioner Chilcott made a motion to approve the December 19<sup>th</sup> 2007 minutes as presented. Commissioner Driscoll seconded the motion, all voted 'aye'.**

► **Approval of Airport Leases:** Commissioner Rokosch stated there are two Airport Leases before the Board for approval. He stated one is for site #440 to Craig Byington and the other is for site #245 to Steve Wolters.

**Commissioner Chilcott made a motion to approve Airport Lease #440 to Craig Byington. Commissioner Grandstaff seconded the motion, all voted 'aye'.**

Commissioner Chilcott stated the listing for Site #245 is a private use hangar.  
**Commissioner Chilcott made a motion to approve Airport Lease #245 to Steve Wolters. Commissioner Grandstaff seconded the motion, all voted 'aye'.**

► In other matters, Commissioner Rokosch opened discussion regarding the Sheriff's Office recent request for approval of employee action forms. He stated there is a question regarding the budget calculations provided from the Sheriff's Office versus the calculations provided by the Accounting Department. Board discussion followed regarding verifying revenue and expenditures from the fire season prior to executing the employee action forms.

Commissioner Grandstaff stated the employee benefit manual needs to be amended to reflect a consistent policy regarding requests for increases. Commissioner Rokosch stated those requests should include job descriptions to verify the need for the increases. Commissioner Thompson stated he cannot understand how these positions can change in the past three years to account for that increase. Commissioner Chilcott stated he would like to discuss this matter with Internal Auditor Klarryse Murphy for a clear understanding prior to approval. Further discussion followed regarding policy and basis for wage increases. Commissioner Rokosch stated his concerns for department to department consistency and the timing of the requests during the fiscal year versus at the time during the budget process.

**It was the Board's consensus to get a better understanding of the budget impacts from Klarryse Murphy.**